

**04 NCAC 16E .0302      RETENTION, REPRODUCTION AND DISPOSITION OF RECORDS**

(a) Each savings institution shall take precautions to protect records from damage by fire, flood, or other hazards and to safeguard records from unnecessary deterioration as a result of excess heat, humidity, dryness, or lack of proper ventilation. Safeguards shall be maintained to protect records from access or removal by unauthorized persons.

(b) Each savings institution or branch office shall retain all records set forth in this Paragraph for the periods specified.

RECORDS TO BE RETAINED	MINIMUM RETENTION PERIOD (YRS.)
<b>ACCOUNTING - ASSOCIATION</b>	
Bank Statements and Reconcilements	5
Cancelled Checks	5
Check Vouchers or Stubs	5
Duplicate Deposit Slips	5
Expense and Paid Bills File	3
FHLB and State Reports	5
General and Subsidiary Ledgers	15
General and Other Journals	15
Original Entry Records	5
Pre-authorized Bank Forms	5
Tellers' Cash Proof Sheets	2
Trial Balances	3
<b>CORPORATE</b>	
Annual Reports to Supervisors	5
Attachments, Executions, and Releases	3
Audit Reports	3
Ballots and Proxy Votes of Members and Stockholders	3
Blanket Bonds	T + 5
Certificate of Insurance	P
Charter, Bylaws, and Amendments	P
Claims, Court Orders, and Restraining Orders	10
Deeds, Leases, and Contracts; Titles to Vehicles	T + 5
Examination Reports and Supervisory Letters	5
FHLB Membership Certificate	P
Minute Books (Members, Stockholder, Directors, and Committees)	P
N.C. Corporate Tax Forms	15
Pension Trust (IRS Ruling, Bylaws, and Trust Agreements)	T + 5
Personal Property Tax Records	15
Social Security and Unemployment Tax Records	15
U.S. Corporate Income Tax Forms	15
<b>DEPOSIT ACCOUNTS</b>	
Affidavits for Lost Passbook or Certificate	P
Cancelled Savings Certificates	5
Deposit	5
Deposit Account Assignment or Transfer Records	P
Deposit Account Loan Disclosures After Note "Paid"	2
Deposit Account Loan Notes	R
Inheritance Tax Releases	10
Lost Instrument Bonds for Passbooks or Certificates	P
No-Mail Notice	T + 4
Power of Attorney or Affidavits	P
Returned 1099 Forms	6
Savings Certificates Record of Issue	T + 5
Signature Card Files	T + 5

Withdrawal Slips or Checks	5
INSURANCE	
Directors and Officers Liability	10
Fire and Extended Coverage, Auto Errors and Omissions	3
Public Liability - Workers Compensation	10
LOANS (Commercial, Consumer Credit, and Credit Cards)	
Borrowers' Statement	T + 3
Charged-off Loan Records	10
Collateral Records	10
Customer Application	T + 1
Disclosure Document	2
Interest Rebate Record	T + 3
Liability Card or Ledger	T + 3
Loan Ledger Cards	T + 3
Loans Made Record	T + 3
Loans Paid Record	T + 3
Loan Proceeds Disbursement Records	T + 3
Merchant Agreement - Credit Card	T + 2
Note and/or Loan Register	P
Posting or Transaction Journal	3
Resolutions	T + 3
Sales Tickets or Drafts - Credit Card	3
Statement of Account - Credit Card	5
MORTGAGE LOANS	
Additional Collateral Agreement	T + 3
Affidavits	T + 3
Applications	T + 3
Appraisals	T + 3
Collection Records	T + 3
Commitments	T + 3
Construction Loan Agreement	T + 3
Construction Loan Authorizations	T + 3
Correspondence	T + 3
Cost Estimates	T + 3
Credit Reports	T + 3
Disclosure and Recision	T + 3
Escrow Agreements and Records	T + 3
FHA Insurance Receipts	T + 3
Flood Insurance Documentation	T + 3
Inspection Reports	T + 3
Loan Register	P
Modifications	T + 3
Mortgage Loan Disclosure Statement (Form HMDA-1)	5
Paid Bills for Borrowers Construction	T + 3
Settlement Statement	T + 3
Signature Cards	T + 3
Title Opinions	T + 3
Waiver of Liens	T + 3
MISCELLANEOUS	
All Retirement Plan Accounts	
All Related Forms and Documents	T + 7

General Correspondence	3
Investments	
Purchase and Sale	T + 3
Register	P
Safe-Keeping Receipts	T + 3
Mail Register	3
OSHA	
OSHA Records and Reports	6
Personnel Records	
Employment Applications	
1. Hired	T + 3
2. Not Hired	3
Group Insurance Records	T + 6
Payroll Records	10
Time Cards	3
Purchases, Sales and Participation	
Agreement	T + 3
Remittance Report	T + 3
Sale List	T + 3
Safe Deposit Boxes	
History Cards	P
Lease Contracts	T + 3
Rent Receipts	3
Savings Bonds	
Applications	2
Duplicate Stubs	2
Letter of Transmittal of Bonds Redeemed	2
Monthly Report of Sales and Holdings	2
Travelers Checks	
Applications	2
Consignment Receipts	2
REAL ESTATE OWNED	
Appraisal	T + 3
Contracts for Sale	T + 3
Deeds	T + 3
Notice of Intent to Foreclose	T + 3
Leases	T + 3
PMI Claims	T + 3
Tax Records	T + 3
Title Policies	T + 3

P - Permanent

R - Return to Customer After Termination of Contractual Relationship

T	-	Termination (Closed, Paid-off, or Settled)
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*History Note: Authority G.S. 54B-55; 54C-53;  
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